



OFFICE OF THE CITY CLERK

REPORT

TO: Jack McGrory, City Manager **DATE:** August 2, 1994
FROM: Charles G. Abdelnour, City Clerk **REPORT No.:** 94-03
SUBJECT: UNFUNDED BUDGET NEEDS FOR CITY CLERK'S OFFICE/ITEM 211d,
DOCKET OF 8/8/94

During recent budget discussions which have involved the unfunded needs of the Clerk's Office, you have stated your opposition to shifting funds as proposed by Councilmembers McCarty and Warden. I would like to bring to your attention the nature of the unfunded needs for our office and request that you reconsider your opposition to funding the items for the Clerk's Office.

The majority of funds requested for my office are for operation of the Records Center. While we appreciate your cooperation in providing us with new, additional storage space in the sub-basement of the HBJ Building, this storage area holds fewer boxes of records than we had stored off-site with a private vendor. Almost all the money for off-site storage has been eliminated from our FY 1995 budget and is part of our unfunded needs. Because of the present situation we are in the process of transferring boxes of records from off-site storage to the new storage area in the HBJ Building. Additionally, when the records are transferred from the private vendor to the HBJ area, retrieval responsibility shifts from the private vendor to Records Center staff. Therefore, if our unfunded needs request is not honored, the Records Center situation in FY 1995 will be such that we will have less storage capacity than in FY 1994 with a higher workload for existing staff. In short, providing us with more on-site storage area without providing our requested funding will result in the Records Center being much worse off and service levels will have to be significantly reduced.

A recent examination of records retrievals in the Records Center reveals that 78% of our retrievals are for managerial departments. Also, based on information provided by staff of Development Services Department, we estimate that approximately 20% of all the records retrieved in the Records Center are directly related to the permit review process. A reduction in the Records Center's service level could thus adversely impact the speed of permit processing.

Finally, without additional funding for the Records Center, nothing can be done about the hundreds of boxes which other departments would like to send to Records Center storage. For example, the Treasurer's staff informed us that they expect to be cited by the Fire Marshall for 250 boxes of records being stored in an aisle.

Several departments have also told us that they may be forced to obtain private vendor off-site storage for themselves since we are unable to accept new boxes for the foreseeable future. Thus, failing to provide adequate funding for the Records Center will not save the City money - the records have to go somewhere.

In summary, failure to provide my office's unfunded needs will either reduce records stored in inactive storage (costing the City money since this is less expensive than keeping them in standard office space) or, if departments individually contract for storage, cost the City money as several individual contracts replace one contract and departments will then have to maintain separate indices to track their stored records. The consolidated operation of the Records Center is a more efficient way to operate. Also, in either case, without additional funding and staffing for the Records Center, its service level will have to be reduced, impacting the operation of all City Departments.

The Records Center is an integral and vital component of the City-wide Records Management Program. Records Management is a basic program found in all levels of government and in virtually all large organizations. The City's Records Management Program has survived to this point only with the use of many part-time volunteers (equivalent to 4-5 full time positions) on a year round basis.

Failure to support the Records Center will have adverse City-wide impacts. We request your support.



Charles G. Abdelnour

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Copy to:
Mayor and City Council
Coleman Conrad